AppleWorks Forum

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Support for AppleWorks and ///EZ Pieces Users

How to Import Macintosh Spreadsheets

Dear NAUG:

An article in the October 1993 issue of the ***AppleWorks Forum*** describes how to transfer ClarisWorks spreadsheets into AppleWorks. The author indicates that you must re-type all the formulas that you transfer.

Anyone who creates complicated Macintosh spreadsheets would quake at the thought of losing the formulas when they transfer their data! Fortunately, there is a work-around that preserves your formulas and formats.

The trick is to use a set of file translation utilities called MacLink Plus to help with the transfer. You can usually use the translators even if they do not include a specific Macintosh-to-AppleWorks translator for your favorite Macintosh spreadsheet application.

For example, the current version of MacLink Plus (version 7.5) does not offer direct ClarisWorks-to-AppleWorks spreadsheet transfers, but there is a way to overcome that limitation.

Follow these steps once you install MacLink Plus on your Macintosh:

1. Save your Macintosh spreadsheet as an Excel file.
2. Use the MacLink Plus Excel-to-AppleWorks translator to convert the spreadsheet into an AppleWorks file.
3. Use Apple File Exchange to transfer the file to a ProDOS disk. (If you run System 6 on your Apple IIGS, you can use the Apple IIGS Finder to copy the AppleWorks file from a Macintosh disk onto your IIGS.)

Follow these steps if you need the spreadsheet data but not the formulas:

1. Save the Macintosh spreadsheet as a text file on a floppy disk.
2. Use Apple File Exchange on your Macintosh or System 6 on your Apple IIGS to transfer the file to a ProDOS disk.
3. Use the text file to create a new AppleWorks word processor document.
4. Block copy all the information you need onto the AppleWorks clipboard.
5. Copy the contents of the clipboard into a new spreadsheet file. That will save your data in AppleWorks.

These techniques make it easy to import your Macintosh spreadsheets into AppleWorks.

Steve Schmidt
Berthoud, Colorado

[Ed: Thanks for your suggestions, Steve. You can also use the MacLink Plus translators to transfer ClarisWorks word processor documents that contain spreadsheets into AppleWorks.

Follow these steps to convert these "mixed format" documents into AppleWorks:

1. *In ClarisWorks: Cut the spreadsheet from the word processor document and paste it back into the document. That inserts the spreadsheet into the flow of text links the spreadsheet to that text.*
2. *Save the word processor document in a Microsoft Word 4-format file. (Word 4 accepts tables in the middle of word processor documents.)*
3. *Use the MacLink Plus Word-to-AppleWorks translator to convert the document into an AppleWorks file.*
4. *Use Apple File Exchange on the Macintosh or System 6 on your Apple IIGS to transfer the file to a ProDOS disk.*
5. *Load the file onto your AppleWorks desktop. The data in the spreadsheet will now be in the flow of text in your AppleWorks word processor document.*

DataViz Corporation's MacLink Plus/ Translators Pro lists for $149 and costs less than $100 from MacWarehouse ((800) 255-6227) or other mail order discount dealers. Version 7.5 is current.]

Letters to NAUG...

More Help Importing Spreadsheets

Dear **NAUG**,

Here is a macro that lets you avoid re-typing your formulas when you import a Macintosh or MS-DOS spreadsheet into AppleWorks:

```
N:<asp>
<posn x,y>          { Get the current column and row.}
<$1 = .getcell x,y,0>
              { Read the contents of the current cell.}
<.setcell x,y,$1 down>!      { "Re-write" the cell. }
```

To use the macro, follow the directions in the article that appeared in the October 1993 ***AppleWorks Forum*** up to the point where it tells you to type the formula. Then put the cursor in the cell you want to convert, press Apple-U, and edit the formula so it is in AppleWorks format. (The formula must start with a parenthesis, plus sign, or @ sign. And you must insert an @ sign in front of each function and change the functions so they match the AppleWorks syntax.)

Then press <sa-n>, and the macro will re-write the entry as a formula.

Tom Compter
Lawton, Oklahoma

AppleWorks News

News for AppleWorks Users

AppleWorks 4 Update

Quality Computers reports that AppleWorks 4.0 began shipping on November 1. The company halted shipments on November 3 when users discovered three minor flaws involving the auto-save feature, editing the data base clipboard from the Other Activities Menu, and mouse control.

At press time, Quality intended to resume shipping on November 8 with version 4.01 of AppleWorks, which fixes these problems. Although not all users were affected by the bugs, Quality is sending new version 4.01 program disks to all users who received version 4.0 disks in their initial shipment. (The version number appears on the program's startup screen.) Quality reports that all users should receive version 4.01 by December 1. *[Quality Computers, 20200 Nine Mile Road, St. Clair Shores, Michigan 48080; (800) 443-6697; Fax: (313) 774-2698.]*

Member Offers ZipGSX Acceleration

NAUG members who want to maximize the speed of their Apple IIGS computers should contact Birdman Hsu. Mr. Hsu will upgrade your existing ZipGSX accelerator or sell you a new ZipGSX card that will run at 14 megahertz or faster. Costs range from $120 to upgrade your card to $300 for a new 14+ megahertz accelerated ZipGSX card. *[Birdman Hsu, 5th Floor, 669 Section 1, Hsiang Shang Road, Taichung City, Taiwan; Fax: (011) 886-4-383-1420.]*

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Wine Evaluation: A Demonstration of AppleWorks' Integration

by Stan Hecker

This month's template stores information about different wines and demonstrates how to integrate AppleWorks' data base and spreadsheet modules. The author assumes that you know the basics of AppleWorks.

Wine appreciation seems more of an art than a science. Yet professional wine tasters can actually quantify a wine's organoleptic qualities such as bouquet, clarity, and acidity. In the right proportion, these characteristics enhance a wine's attractiveness to the senses and affect the wine's ultimate success or failure in the marketplace.

Whether you're a casual wine lover or a true connoisseur, wine evaluation is a good way to show how easy it is to integrate the AppleWorks data base and spreadsheet modules.

Although AppleWorks 4.0 will make this integration easier by accommodating calculated fields in a data base file, you can perform sophisticated analyses with earlier versions of AppleWorks. All you have to do is transfer the data base information into a spreadsheet where you use AppleWorks' mathematical capabilities to define new relationships among the data.

This article describes how to use these capabilities to track and compare your collection of table wines. When you are done, you will enter your data into the data base file in *Figure 1* and will do your calculations in the spreadsheet template in *Figure 2*.

Figure 1: Data Base Template

```
File: WINES.SAMPLER          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


Record 1 of 14  (14 selected)
================================================================================
Winery: Carlindale
Grape: Zinfandel
Year: 1980
Color (red or white): red
Retail Price: 4.19
Size (liters): 0.75
Taste (1 to 5): 3









--------------------------------------------------------------------------------
Type entry or use ⌘ commands                                        43K Avail.
```

Creating the Data Base

You will start by creating the data base file in *Figure 1*, which evolved from a sample data base that Claris Corporation included with AppleWorks 2.1. Later you can expand the data base to include additional fields such as "Country", "Region", "Purchase Date", "Consumption Date", and so on. For now, create the data base by following these steps:

1. Create a new data base called WINES.
2. Enter the category names in *Figure 1* and press Apple-S to save the template.

Most of the category names are self-explanatory, but "Taste (1 to 5)" requires some explanation. I use a declining five-point scale to evaluate a wine. A rating of "5" is "Excellent", "4" is "Good", "3" is "Average", "2" is "Fair", and "1" is "Poor". I

Figure 2: Spreadsheet Template

```
File: WINE.EVALUATION          REVIEW/ADD/CHANGE                Escape: Main Menu
===========A=============B=========C====D=======E======F====G=====H======I===
   2|WINERY          GRAPE          YEAR COLOR  PRICE  SIZE TASTE  $/L    VALUE
   3|
   4|Lastima         Zinfandel      1976   red  $4.49   .75   4  $5.99      12
   5|Concordia       Zinfandel      1979   red  $4.95   .75   4  $6.60      11
   6|Variolet        Cabernet       1978   red  $8.50   .75   5 $11.33      11
   7|Sobret          Zinfandel      1975   red  $3.59   .75   3  $4.79      10
   8|Los Altes       Cabernet       1979   red  $3.99   .75   3  $5.32      10
   9|Carlindale      Zinfandel      1980   red  $4.19   .75   3  $5.59      10
  10|Chase           Zinfandel      1977   red  $7.39   .75   3  $9.85       8
  11|Estonian River  Zinfandel      1978   red  $6.09  1.50   1  $4.06       7
  12|
  13|Cosgrove        Chenin Blanc   1983 white  $5.39   .75   5  $7.19      13
  14|Miramar         Chenin Blanc   1975 white  $3.75   .75   4  $5.00      12
  15|Miramar         Chenin Blanc   1977 white  $4.49   .75   4  $5.99      12
  16|Misty Water     Riesling       1975 white  $4.59   .75   4  $6.12      12
  17|Miramar         Chardonnay     1972 white  $4.99   .75   2  $6.65       7
  18|Meglinda        Chenin Blanc   1972 white  $3.49   .75   1  $4.65       6
  19|
--------------------------------------------------------------------------------
A19

Type entry or use ⌘ commands                                        38K Avail.
```

Figure 3: Wine Data Base

Winery	Grape	Year	Color	Retail	Size	Taste
Variolet	Cabernet	1978	red	8.50	.75	5
Carlindale	Zinfandel	1980	red	4.19	.75	3
Chase	Zinfandel	1977	red	7.39	.75	3
Los Altes	Cabernet	1979	red	3.99	.75	3
Sobret	Zinfandel	1975	red	3.59	.75	3
Estonian River	Zinfandel	1978	red	6.09	1.50	1
Cosgrove	Chenin Blanc	1983	white	5.39	.75	5
Concordia	Zinfandel	1979	red	4.95	.75	4
Miramar	Chenin Blanc	1975	white	3.75	.75	4
Miramar	Chenin Blanc	1977	white	4.49	.75	4
Misty Water	Riesling	1975	white	4.59	.75	4
Lastima	Zinfandel	1976	red	4.49	.75	4
Miramar	Chardonnay	1972	white	4.99	.75	2
Meglinda	Chenin Blanc	1972	white	3.49	.75	1

will occasionally award a "6" to a superlative wine or a "0" (zero) to an extraordinarily bad one.

3. Enter the 14 records shown in *Figure 3*.
4. Save the file as "WINES.SAMPLER".

Building the Spreadsheet

Now you will create a spreadsheet that will perform a comparative analysis of your wines and display your results. If you use AppleWorks 1.x or 2.x, see the sidebar entitled "Data Transfer with Early Versions of AppleWorks" before proceeding. If you use AppleWorks 3.0 or later, continue with these steps:

1. Create a new spreadsheet file named "WINE.EVALUATION".
2. Use the Apple-L command to set the column widths as follows:

Column	Width
A	16
B	14
C	5
D	6
E	9 (default width)
F,G	5
H,I	7

3. Place the cursor in row 2 and enter the following labels in cells A2 through I2, respectively: WINERY, GRAPE, YEAR, COLOR, PRICE, SIZE, TASTE, $/L, and VALUE. You must press Shift-" before typing "$/L" as a label.
4. Use the Apple-L command to set the label format for "YEAR" and "VALUE" to "Right justify". Set the format for "PRICE" and "$/L" to "Center".
5. Save your work.

Transferring the Data

Now follow these steps to use the clipboard to copy the data base records into the spreadsheet:

1. Press Apple-Q and switch to the WINES.SAMPLER data base. Display the data in multiple record layout and move the cursor to the "Winery" field in the first record.
2. Press Apple-C and copy all 14 records to the clipboard.
3. Use Apple-Q to switch to the WINE.EVALUATION spreadsheet.
4. Place the cursor in cell A4 and use the Apple-M command to move the wine data from the clipboard into the spreadsheet.

Figure 4: Spreadsheet with Formatted Data

```
File: WINE.EVALUATION          REVIEW/ADD/CHANGE              Escape: Main Menu
===========A=============B=========C====D=======E======F====G=====H======I===
   1|
   2|WINERY          GRAPE          YEAR COLOR  PRICE  SIZE TASTE  $/L    VALUE
   3|
   4|Carlindale      Zinfandel      1980   red   $4.19   .75   3
   5|Chase          Zinfandel      1977   red   $7.39   .75   3
   6|Concordia      Zinfandel      1979   red   $4.95   .75   4
   7|Cosgrove       Chenin Blanc   1983 white   $5.39   .75   5
   8|Estonian River Zinfandel      1978   red   $6.09  1.50   1
   9|Lastima        Zinfandel      1976   red   $4.49   .75   4
  10|Los Altes      Cabernet       1979   red   $3.99   .75   3
  11|Meglinda       Chenin Blanc   1972 white   $3.49   .75   1
  12|Miramar        Chenin Blanc   1975 white   $3.75   .75   4
  13|Miramar        Chenin Blanc   1977 white   $4.49   .75   4
  14|Miramar        Chardonnay     1972 white   $4.99   .75   2
  15|Misty Water    Riesling       1975 white   $4.59   .75   4
  16|Sobret         Zinfandel      1975   red   $3.59   .75   3
  17|Variolet       Cabernet       1978   red   $8.50   .75   5
  18|
--------------------------------------------------------------------------------
A2

Type entry or use ⌘ commands                                      36K Avail.
```

Data Transfer with Early Versions of AppleWorks

AppleWorks 1.x and 2.x do not let you transfer data between data base and spreadsheet files. If you use an early version of AppleWorks, you can transfer your data by printing a table-style data base report to a DIF file on disk. Then create a new spreadsheet file from your DIF file. Use the directions in the accompanying article to set the column widths. The spreadsheet will look like the example in *Figure 4*.

If you use AppleWorks 2.x, you can also use TimeOut Data Converter (look for the file TO.CLIPBOARD on the UltraMacros, SideSpread, Graph, DeskTools, and SpreadTools disks) to transfer your data between modules. Just copy the data base records to the clipboard, launch Data Converter, and select "Data base records to spreadsheet rows" from the Converting Menu.

5. Use the Apple-L command to:
   A. Right-justify column D ("COLOR").
   B. Set the value format of column E ("PRICE") to "Dollars" with "2" decimal places.
   C. Set the value format of column F ("SIZE") to "Fixed" with "2" decimal places.
   D. Set the value format of column G ("TASTE") to "Commas" with "Ø" decimal places. (Although the values in column G will never get large enough to require commas, this format makes the spreadsheet more readable by putting a blank character after each value.)

Your WINE.EVALUATION spreadsheet should look like the example in *Figure 4*.

Analyzing the Data

Now you will enter the formulas into columns H and I. You use the same formulas for all versions of AppleWorks. Follow these steps:

1. In cell H4 type the formula `+E4/F4`. This formula calculates the price of the wine per liter.
2. Set the value format of cell H4 to "Dollars" with "2" decimal places.
3. Copy the formula from cell H4 into cells H5 through H17. Press Apple-R (or "R" in pre-3.0 versions of AppleWorks) to specify that the cell references should be "Relative".
4. In cell I4, type the formula `(G4*2)+((13.33-H4)/2)`. See the sidebar entitled "Calculating the Value of a Wine" for more information about this formula.
5. Set the value format of cell I4 to "Fixed" with "Ø" decimal places.
6. Copy the formula "Within worksheet" from cell I4 into cells I5 through I17. Press Apple-R to specify "Relative" for both cell references.
7. Save your work.

Arranging the Data

Now you will use the Apple-A command to organize the wines by their color and value. Follow these steps to make your spreadsheet look like the example in *Figure 2*:

1. Place the cursor in cell D4, the first entry under the COLOR heading.

Calculating the "Value" of a Wine

Unless you're a professional taster, wine evaluation is a personal matter — as is your preference in coffee, cars, or fishing lakes. The formula in cell H4 reflects the approach that I use to convert my subjective judgments about table wines into quantitative numbers that I can easily compare.

In my scheme, I expect a $10 bottle of wine to earn a taste rating of "5". A $7 bottle should merit a "4", and a $4 bottle should earn a "3". Although these three hypothetical wines are priced differently and earn different taste scores, each delivers the same "value" to me when I take both variables (price and taste) into account. I use a 15-point Value scale to reflect these relationships.

The formula in cell H4 expresses my assumptions mathematically. The first parenthetical expression multiplies the taste score by two; that awards 10 points to a wine that earns a taste score of 5. The expression `(13.33-'PRICE')` adjusts the score based on the cost of the wine. Again, I chose a $10 bottle of wine as the baseline. (A 750 ml bottle of wine priced at $10 costs $13.33 per liter.)

I weighted taste more heavily than price in the formula in cell H4, so the last part of the formula cuts the impact of the price in half. Most wine lovers would agree that taste is the more important criterion for judging a wine. With this formula, a $2.50 bottle of wine that delivers a "5" in taste earns the enviable score of 15.

2. Press Apple-A and highlight rows 4 through 17.
3. Specify "Labels from A to Z" in response to the "Arrangement order" prompt.
4. Use the Apple-I command to insert a blank row between the red and white wines.

Now you will arrange the red wines in order by their rated value. Continue as follows:

5. Put the cursor in cell I4, press Apple-A, and highlight the rows with red wines.
6. Specify "Values from 9 to 0" in response to the "Arrangement order" prompt.
7. Repeat steps #5 and #6 for the white wines and save your work.

Conclusion

This article demonstrates how you can use AppleWorks to help you track your collection of wines. Along the way, you learned how to use an AppleWorks data base to enter your data and how to transfer that information into a spreadsheet for further analysis.

AppleWorks 4.0, which was released as this issue went to press, lets you perform these analyses within each data base record. However, the transfer technique described here lets you accomplish similar objectives with earlier versions of AppleWorks.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financing and population analyses.]

*[Ed: Working copies of these templates appear on this month's issue of **NAUG on Disk**, which costs $10 from **NAUG**. **NAUG on Disk** requires a 3.5-inch disk drive; the templates require AppleWorks 3.0.]*

High Speed Supra Modem Settings

by Scott Johnson

Owners of Supra high speed modems sometimes have problems connecting with **NAUG**'s bulletin board at 9600 baud. Here are some suggestions to help you establish reliable high speed connections with transfer rates of 19.6K or higher with a Supra modem:

1. Call the board at (615) 359-8238. That connects you to **NAUG**'s new Hayes modem. (I cannot get reliable high speed connections with the board's original USRobotics modem that answers the (615) 359-8140 number.)
2. Use the following settings in your Init string:

&F2 (This installs the IBM factory default settings on a v.32bis Supra fax modem. Enter the settings /N3 &K3 &Q5 &DØ &C1 if your modem does not support the &F2 IBM settings.)

&DØ (This keeps the modem from hanging up when DTR ("Data Terminal Ready") drops. The Apple IIGS supports hardware handshaking, which uses a DTR drop instead of an X-Off (Control-S) in software handshaking. &DØ tells the modem to halt the flow of information, not hang up the modem, when DTR drops.)

I also use the following optional settings:

X4 (Displays NO DIAL TONE, BUSY, and CONNECT XXXX messages on your screen.)

W1 (Reports the carrier speed of the remote modem, the error-correction protocol used, and the data compression method used.)

S11=5Ø (Speeds up touch tone dialing by reducing the tone duration and spacing.)

M3 (Turns the speaker off while dialing, on while answering, and off again after connecting. That lets me monitor the progress of the call. It also lets me listen to the tones generated by the receiving modem so I can tell if a new BBS, which I call at 2400 baud, supports high speed transmission.)

S36=5 (Attempts an MNP connection and if it fails, attempts a normal connection. This setting uses flow control to manage the mismatched speeds if I mistakenly set the software speed faster than the modem's connect speed.)

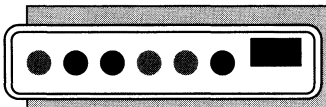
If you use an Apple IIGS, change the Apple IIGS modem port baud rate to 19,200. Leave the other settings at their default values. (This is not necessary if you use ProTerm, which automatically overrides the settings on the Control Panel.)

Finally, make sure you use a modem cable that supports hardware handshaking; software handshaking is not fast enough to keep up with a high speed modem. Ask a dealer for the right cable or see the directions in the ProTerm manual for the pinouts to build your own.

*[Ed: Owners of Supra High Speed modems should also order this month's issue of **NAUG on Disk**, which includes two AppleWorks word processor files with information about Supra modems. The article "Using Your Supra Fax Modem ROM Upgrade 1.2J/H" (from Supra Corporation) describes how to use the new commands built into the latest model Supra high speed fax modems. The second article, by Paul Elson, offers hints and tips to help you use your Supra fax modem.*

***NAUG on Disk**, which requires a 3.5-inch disk drive, costs $10 including shipping from **NAUG**.]*

*[Scott Johnson is an Apple II enthusiast from Des Moines, Iowa. You can reach him as "Sysop" on his electronic bulletin board service at (515) 282-1915 or as "Scott Johnson" on the **NAUG** BBS.]*



Connect with the NAUG Bulletin Board

Call the Electronic Forum, **NAUG**'s popular AppleWorks bulletin board. Call (615) 359-8238 at 300, 1200, or 2400 baud, or at (615) 359-8140 at 9600 baud.

How to Create a Relational Data Base

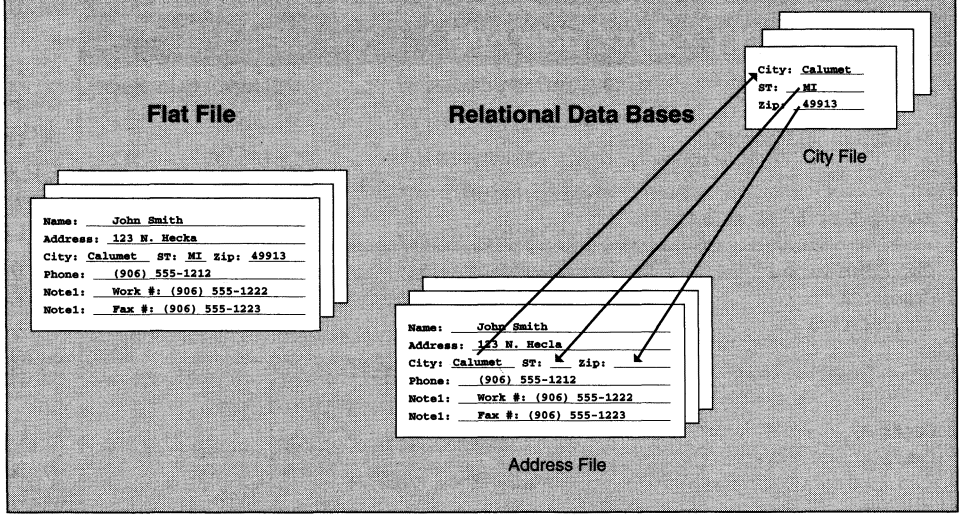
by Will Nelken

This is the second in a series of articles that describes the new features of AppleWorks 4.0. This month's article shows you how to use some of the relational features added to AppleWorks 4.0.

AppleWorks' users always appreciated the program's easy-to-use data base module. Now, AppleWorks 4.0 offers significant enhancements to this module for those who want to learn how to use its new-found power.

Prior to version 4, AppleWorks provided only a "flat-file" data base system. Each record was "two-dimensional" and self-contained; like a file card in a Rolodex file (see *Figure 1*). That limited your data base operations because AppleWorks could only store and sort your records. Each flat-file data base could only grow if you added more records to your file or more categories to each record.

Figure 1: Flat File and Relational Data Bases



By contrast, relational data base systems enjoy a "three-dimensional" ability to share and exchange information with other files. These files grow not only when you add more records and categories, but also when you add files to the "network" of related files with which they can exchange data.

A Tutorial

The best way to learn about relational files is to actually construct and manipulate some data bases. So I suggest that you sit down at your computer, launch AppleWorks 4.0, and work through the following tutorial. This exercise will show you how to create two related data base files; a membership roster data base (see *Figure 2*) and a related file that automatically enters each member's state and Zip Code when you enter their city (see *Figure 3*). *[Ed: The author knows that there are better ways to design the relationship between the files. He chose to match on "City" to teach readers how to create rules that allow users to edit the entries in a category.]*

Along the way you will learn how to (a) create and use a glossary, (b) set rules and formats for your data, (c) construct formulas that manipulate your data, (d) set preferences for a data base file, and (e) set up "masks" that ease data entry. I will assume that you know the basic AppleWorks commands.

Figure 2: Membership Data Base File

```
File: MEMBER.LIST              REVIEW/ADD/CHANGE              Escape: Main Menu

================================================================================
      ID:                              FamName:

   HName:                              WName:
Envelope:
Address1:
Address2:
    City:                              State:        Zip:
    Home:
   Hwork:                              WWork:
  HBdate:                              WBDate:
   ADate:                              MDate:




                                                    Cat18:   Cat19:   Cat20:
--------------------------------------------------------------------------------
Use options shown above to change record layout.                  4715K Avail.
```

Figure 3: City / Zip Code File

```
File: CITY.CODE                REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


Record 1 of 1  (1 selected)
================================================================================
City: San Rafael
State: CA
Zip: 94901/3



Cat4: -
Cat5: -









--------------------------------------------------------------------------------
Type entry or use ⌘ commands                                      4715K Avail.
```

Creating the First Data Base

You will start by creating the membership data base file.

You can follow the same menus you used to create a data base file with earlier versions of AppleWorks. But AppleWorks 4.0 also offers a "one-touch command" that makes it easy to create the file. Follow these steps:

1. Press <sa-A> then "D" to create a new data base file. AppleWorks will ask the number of categories you want. Type "2" and press the Return Key. (The "2" will overwrite the "6" in "60", so you will get 20 categories.)
2. Name the file "MEMBER. LIST", and rename the categories as indicated in *Figure 4*.
3. Press the Escape Key to return to Review/Add/Change mode.

Now you will format the single record layout. Continue as follows:

4. Press <oa-Z> to display the single record layout and <oa-L> to display the Change Record Layout screen. Note that the right edge of the display shows the numbers "1, 1". Those are the screen coordinates of the current cursor position. Press the Arrow Keys and watch the coordinates change.

   The coordinates make it easy to count the spaces between category names so you leave enough room for the anticipated data entries. They also help you create layouts that match pre-printed forms.

5. Press <oa-C> to change the column layout. AppleWorks 4.0 lets you create up to eight columns in a single record layout. However, the more columns you create, the shorter the space for the category names and data. Let's explore this option:

   Enter "2" and press the Return Key. Then press <oa-C>, enter "3", and press the Return Key. Finally, return to a single column layout.

6. Now you should arrange the categories to match the layout in *Figure 2*. You probably know the standard keystrokes for customizing the layout, but AppleWorks 4.0 also offers two new keystroke commands:

   <sa-Right Arrow> causes the cursor to jump to the next category label to the right on the same line.

<sa-Left Arrow> jumps the cursor left to the previous category label.

Press the Escape Key when you are done.

Creating the Second File

Now you will create the file that you will use to store the city and state information. This file will contain one record for each nearby town or city. Follow these steps:

1. Create a data base file called "CITY.CODE" with five categories. Name the first three categories "City", "State", and "Zip". The single record layout for this file should look like the example in *Figure 3*.
2. Create one record for each nearby town or city. Enter the name of the town, the state's two-letter abbreviation, and the correct Zip (or Postal) Code for each town. If a town has more than one Zip Code, add the extra codes to the end of the category, as in:

City	State	Zip
San Rafael	CA	94901/3
Novato	CA	94945/7/9
Mill Valley	CA	94941
San Anselmo	CA	94960

Creating Rules and Formatting

Now you will set the rules and format some of the categories in the MEMBER.LIST file. The rules will control the data that users can enter into the category. The format will affect the display of that data on the screen. Continue as follows:

1. Switch back to the MEMBER.LIST file and put the cursor on the "FamName" category.
2. Press <oa-O> to display the new data base Options Menu that offers the following choices:

Figure 4: MEMBER.LIST Categories

Cat #	Category Name	Description
1	ID	ID number
2	FamName	Last name of family
3	HName	Husband/male first name
4	WName	Wife/female first name
5	Envelope	First part of envelope address, like "Bill & Mary"
6	Address1	Company/organization name
7	Address2	Street address
8	City	City name
9	State	State/province abbreviation
10	Zip	Zip/postal code
11	Home	Home telephone number
12	HWork	Husband's work phone
13	WWork	Wife's work phone
14	HBdate	Husband's birthdate
15	WBdate	Wife's birthdate
16	ADate	Anniversary date, if applicable
17	MDate	Membership date
18	Cat18	Extra category
19	Cat19	Extra category
20	Cat20	Extra category

```
1. Modify rules
2. Cancel rules
3. Set formatting
4. Set lock status
5. Set auto-recalc
6. Set preferences
7. Define lookup list
8. Print rules to clipboard
```

You will begin by setting the data entry rules. Continue as follows:

3. Choose #1, "Modify rules", to display the following rule types:

```
1. Text only
2. Numbers only
3. Mask
4. Glossary
5. Import
6. Export
7. Formula
8. Miscellaneous
```

Why Use Relational Files?

Experienced AppleWorks users might wonder: "Why bother with relational data base files when you can do almost anything you want with AppleWorks' original 'flat-file' data base system?"

The answer is: "Relational data bases are more flexible, more powerful, and easier to maintain."

For example, imagine that you want to use AppleWorks to track all the books in the local library. You want to record the publisher's name, address, and telephone number for each book.

With AppleWorks 3.0 and earlier, you create a record for each book that contains all the information about the book ... including the publisher's name, address, and telephone number. You then enter the publisher's information into every record in your file. If a publisher changes its address or telephone number, you select all the appropriate records and use the Apple-" command to change the data.

With AppleWorks 4.0, you create two files; a Book File and a Publisher File. Each record in the Book File contains the author, title, and other information about the book. It also contains a "Publisher's Code" category and categories that import the publisher's name, address, and telephone number from the Publishers File. The Publishers File includes all the information about the publisher.

The relational files offer you three advantages:

1. Easier file maintenance. (If the publisher moves or changes telephone numbers, you change one record in the Publisher File, press Apple-K, and AppleWorks will update the information in each record in the book file.)
2. Easier data entry. (Enter a single Publisher's Code in a record, press Apple-K, and AppleWorks will enter the publisher's name, address, and telephone number in the record. That speeds data entry and reduces the chance of typographical errors. You can even use AppleWorks 4.0's Glossary feature to automatically enter the Publisher's Code when the user selects the publisher from an alphabetical list on the screen.)
3. Enhanced calculating power. (Although you do not need the calculating power in this library example, AppleWorks 4.0 lets you use separate data base files with records that serve as lookup tables for calculation of sales taxes, shipping costs, and other calculations.)

AppleWorks 4.0 can accommodate the same flat-file data bases that you used with earlier versions of the program. But AppleWorks users who maintain large or complex data base files should give serious consideration to restructuring their files under AppleWorks 4.0.

—Warren Williams

4. You will only accept text entries in the "Fam-Name" category, so choose #1, "Text only", and press the Return Key to display its options:

```
1. Case                 As entered
2. Min/max length       None
3. Punctuation          None
```

5. Choose #1, "Case", and press the Return Key. A menubar will appear at the bottom of the screen offering these options:

```
Case?  As entered  Upper case  Lower case  Capitalized
```

   Press "C" to choose "Capitalized". That forces the first letter of each word entered into that category to upper case and all other letters to lower case, no matter how they are entered at the keyboard.

6. Choose #3, "Punctuation", and enter a dash, a comma, an apostrophe, and a period. Then press the Return Key. This rule tells AppleWorks to only accept the four punctuation marks you specified in an entry. AppleWorks will reject all other entries and will sound the familiar error buzzer.

   The screen should now display:

```
3. Punctuation      [-,'.]
```

7. Press the Escape Key to return to the Options Menu, then press the Tab Key to advance to the next category, "HName".
8. Repeat steps #3 through #7 to set the same rules for "HName" and "WName" that you set for "FamName".

Entering a Text Manipulation Formula

Now you will create a formula that will automatically enter the information in the "Envelope" category. When you are done, this category will contain the entry that you will print on the first line of an envelope.

The formula you enter here will examine the two first name categories to see if either contains text. If one of them does not, it will enter only the one that does; if they both contain names, the formula will concatenate the two first names with an ampersand between the names. It will then add the family name to the end of the string of text. A sample "calculated" entry will look like this:

```
Robert & Jane Smith
```

Follow these steps:

1. Tab to the "Envelope" category.
2. Select "Modify rules". Then choose #7, "Formula" and select "Formula" again as the item to change.

A window will open on the screen to accept the formula (up to 240 characters). Two command keypresses are available to help you enter the formula:

<oa-F> displays a scrolling list of the available functions (see *Figure 5*). Highlight the function you want, press the Return Key, and AppleWorks will automatically insert the function into the formula.

<oa-C> displays a scrolling list of the categories in the data base. Highlight the category you want, press the Return Key, and AppleWorks will insert the category into the formula.

3. Enter the following formula, using <oa-F> and <oa-C> as necessary. Make certain that your entry *exactly* matches the formula:

```
@Join(@If(@And([HName]>"",[WName]>""),@Join(
[HName]," & ",[WName]),@If([HName]>"",[HName],
@If([WName]>"",[WName],""))),"  ",[FamName])
```

Then press the Return Key to accept the formula.

Figure 5: Data Base Function List

```
File: MEMBER.LIST                    FORMULA                    Escape: Erase entry

Category: Envelope
   Rules: Formula

================================================================================
         Choose item to change:                                  Abs
                                                                 Alert
        --> Formula                                              And
          2. Update empty categories only     No                 Avg
                                                                 Caps
                                                                 Choose
                                                                 CurRecNo
                                                                 CurRow
                                                                 DateToJul
                                                                 DayFromJul
                                                                 Dec
                                                                 Find
                                                                 If
                                                                 Inc
                                                                 Int
--------------------------------------------------------------------------------
Use arrows to select, then press Return                              4670K Avail.
```

Figure 6: Glossary Function Rules

```
File: MEMBER.LIST                  MODIFY RULES                  Escape: Options

Category: City
   Rules: Glossary from file "CITY.CODE" Records 1 thru the end
          List: City  Result: City
          Allow partial matches; Entry must match list
================================================================================
         Choose item to change:

         1. List                        City
         2. Result                      City
         3. Allow partial matches       Yes
         4. Append when @-G used        No
         5. Entry must match list       Always
         6. Records                     1 thru the end
         7. File                        CITY.CODE


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        4665K Avail.
```

Figure 7: Import Function Rules

```
File: MEMBER.LIST                MODIFY RULES                  Escape: Options

Category: State
   Rules: Import from file "CITY.CODE" Records 1 thru the end
          Find a match for [City] in
          [City] and import from [State]
================================================================================

          Choose item to change:

          1. Find a match for              [City]   MEMBER.LIST
          2. In                            [City]   CITY.CODE
          3. and import from               [State]  CITY.CODE
          4. Records                       1 thru the end
          5. File                          CITY.CODE

          6. Update during @-K recalc      No


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    4655K Avail.
```

Figure 8: Data Base Preferences

```
File: MEMBER.LIST              SET PREFERENCES                 Escape: Options

Category: Zip
   Rules: Import from file "CITY.ZIP" Records 1 thru the end
          Find a match for [City] in
          [City] and import from [Zip]
================================================================================

          Set preferences

          1. Case-sensitive imports          No
          2. Case-sensitive sorting          No
          3. Edit formula categories         No
          4. Errors before message shown     1
          5. Beep on illegal characters      No
          6. Import from disk                No
          7. Recalc order                    Import, then recalculate
          8. Flag exports text:              None
          9. Display century in dates        Yes
         10. Add year to dates               Yes


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    4645K Avail.
```

Creating the Glossary

Now you will enter the rules in the MEMBER.LIST file that tell AppleWorks to import the city and state from the CITY.CODE file. You will start by creating a "glossary" with the entries from the other file. Later, you will use the glossary to enter data in the file.

Continue as follows:

4. Press the Escape Key to return to the Options Menu. Then press the Tab Key three times to cycle to the "City" category.
5. Select #1, "Modify rules", and then #4, "Glossary". This rule tells AppleWorks to (a) display a list of the contents of one category in every record in another file, and (b) to fill the cell with the contents of a designated category in the glossary data base. (This will become clearer when you use the completed glossary later in this exercise.)
6. AppleWorks will display a list of all the data base files on the desktop. Select "CITY. CODE". AppleWorks will ask which items you want to change. Item #1, "List", determines the category AppleWorks will display in the scrolling glossary list; select "City". That tells AppleWorks to display the contents of the "City" category in the glossary list that will appear on your screen.

   Item #2, "Result", defines the category that will be copied into the record. Select #2, press the Return Key, and select "City".

   Setting both the "List" and the "Result" to "City" tells AppleWorks to display the list of cities and enter the city you select into the "linked" data base file. AppleWorks lets you list one category in the glossary and enter data from another category in the record. For example, you could tell AppleWorks to display "City" as the "List" and "Zip" as the result. AppleWorks would display a list of the cities but insert the contents of the "Zip" field into the record.

   Your screen should look like the example in *Figure 6*.
7. Press the Escape Key to return to the Options Menu.

That defines the categories you will use for the glossary from the CITY.CODES file. Now you will tell AppleWorks that you want to import the "State" information from the other file. Continue as follows:

8. Press the Tab Key to cycle to the "State" category.
9. Press the Return Key to select "Modify rules" and choose #4, "Import". The import function lets you import data from another data base or spreadsheet file on the desktop or from a disk.

Now you will identify the file that contains the data you will import. Then you will tell AppleWorks to import the "State" information when the "City" matches. Continue as follows:

10. Select the file "CITY.CODE" from the list.
11. Choose #1, "Find a match for", and select "City" from the category list. Choose #3, "and import from", and select the "State" category. Your screen will look like the example in *Figure 7*.

Now you will tell AppleWorks to import the Zip Code information based on your entry in the "City" category. Continue as follows:

12. Press the Escape Key to return to the Options Menu. Then Tab to the "Zip" category.
13. Repeat steps #8-11 above and define the "Zip" category as an import category from the CITY.CODE data base, matching "City", and importing from "Zip".

Setting Data Base Preferences

Some of the Zip Codes have trailing variants, so you must tell AppleWorks to let you edit the entries after you import the data. Follow these steps:

1. Press the Escape Key to return to the Options Menu. Then choose #6, "Set preferences". AppleWorks will display the screen in *Figure 8*. The preferences you set here affect all the categories in this data base, not just the "Zip" category.
2. Highlight #3, "Edit formula categories", and press the Return Key to toggle the setting to "Yes".

If You Use AppleWorks 3.0 and 4.0...

AppleWorks 4.0 can read data base files created with AppleWorks 3.0, but this is a one-way transfer. Any data base that you create with or load into AppleWorks 4.0 cannot be read by AppleWorks 3.0 or earlier.

Earlier versions of AppleWorks cannot even determine if the file was created by AppleWorks 4.0, so your system will lock up or otherwise "misbehave" if you try to load an AppleWorks 4.0 data base onto your AppleWorks 3.0 desktop. You will also lose any unsaved work on the desktop when your system crashes.

If possible, the safest course is to remove any earlier versions of AppleWorks from your system. If you keep an earlier version on your system, make certain that you identify every data base file that you load into AppleWorks 4.0. (I identify the files with a suffix added to the file name; the file "Addresses" becomes "Addresses4".)

3. Press the Escape Key to return to the Options Menu.

Setting Up Masks

Finally, you will establish masks for the three telephone number categories. A mask defines the data and layout that AppleWorks will accept into a category. That makes it easier to enter telephone numbers, social security numbers, part numbers, and other data that always match a specified format.

Follow these steps:

1. Press the Tab Key to cycle to the "Home" category.
2. Choose #1, "Modify rules", and then #3, "Mask". AppleWorks will present five options:

```
1. Justification        Left
2. Auto-Return          No
3. Must fill            No
4. Case                 As entered
5. Mask
```

3. Set the "Justification" to "Right" by highlighting choice #1 and pressing the Return Key.

4. Select #5, "Mask".

AppleWorks 4.0 supports three types of masks:

Key Combination	Symbol	What it Allows
Ctrl-A	╪	Anything
Ctrl-N	♦	Numbers only
Ctrl-T	...	Text only

The appropriate symbol will appear on your screen to represent each character position you reserve in the mask.

Now you will define the mask.

5. Delete the cross by typing <oa-Y>, type an opening parenthesis, then type <ctrl-N ctrl-N ctrl-N>, then a closing parenthesis and a space. Then type <ctrl-N> three more times, then a dash, then <ctrl-N> four more times.

   Your mask will look like this:

   Mask: (♦♦♦) ♦♦♦-♦♦♦♦

6. Repeat steps #1-5 to set up masks for the other telephone number categories.

You can ignore the other Mask Options. "Auto-Return" eliminates the need to press the Return Key after you enter the data. "Must fill" does not let you partially fill the mask in the current category. And "Case" lets you control the upper or lower-case condition of the entry.

When you enter data, the masks will remain invisible until you move the cursor to the masked category. You will not need parentheses or dashes when you enter the telephone numbers; the mask will automatically make those entries into the record.

Right justifying the telephone categories lets you enter a number without the area code; it fills from the right and just leaves the parentheses empty.

7. Press <oa-Q> and then the Return Key to leave the Options Menu.

Entering Data

Now you will enter data into your file. Follow these steps to see the impact of your layout:

1. Press the Tab Key to skip the "ID" category.
2. Enter your last name in the "FamName" category.
3. Enter your first name in the third or fourth category, as appropriate.
4. Enter your spouse's name, if you have one.
5. Enter your business name and/or address into the "Address1" and "Address2" categories.
6. Put the cursor on the "City" category and press <oa-G> to display the Glossary list. Choose the appropriate city name and it will appear in your data base.
7. Skip to the "Home" category and enter your telephone number (remember, no parentheses or dashes, just the numbers), watching it fill in from the right. Then enter other telephone numbers and dates, if you like.
8. Now for the magic! Press <oa-K> to recalculate. AppleWorks will display:

   ```
   Recalculate?  This record  Range of records
   Active records  Entire file
   ```

   Your data base only contains one record, so press the Return Key to select "This record". AppleWorks will concatenate the first name(s) and the family name in the "Envelope" category and will import the "State" and "Zip" information for your record.

Conclusion

As you can see, the AppleWorks 4.0 data base offers a powerful data management system. The relational functions you used in this lesson are just the beginning. Next month, you will learn how to link the AppleWorks 4.0 word processor with the data base and you will learn how to use the word processor's dynamic glossary.

*[Will Nelken, who is the pastor of a church in San Rafael, California and a **NAUG** Members Helping members volunteer, is Associate Editor of TimeOut Central. Will is the author of **Ultra – to the Max!**, a comprehensive tutorial for TimeOut UltraMacros.]*

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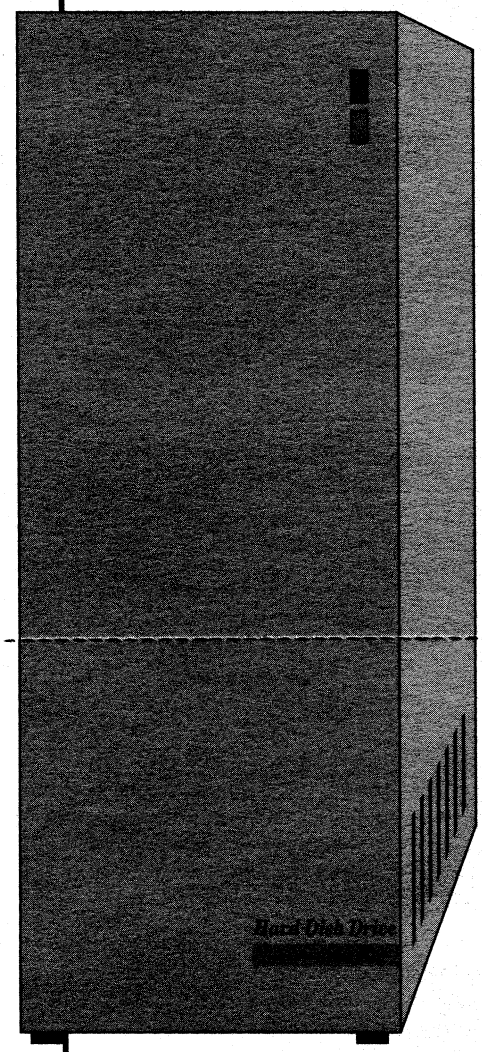

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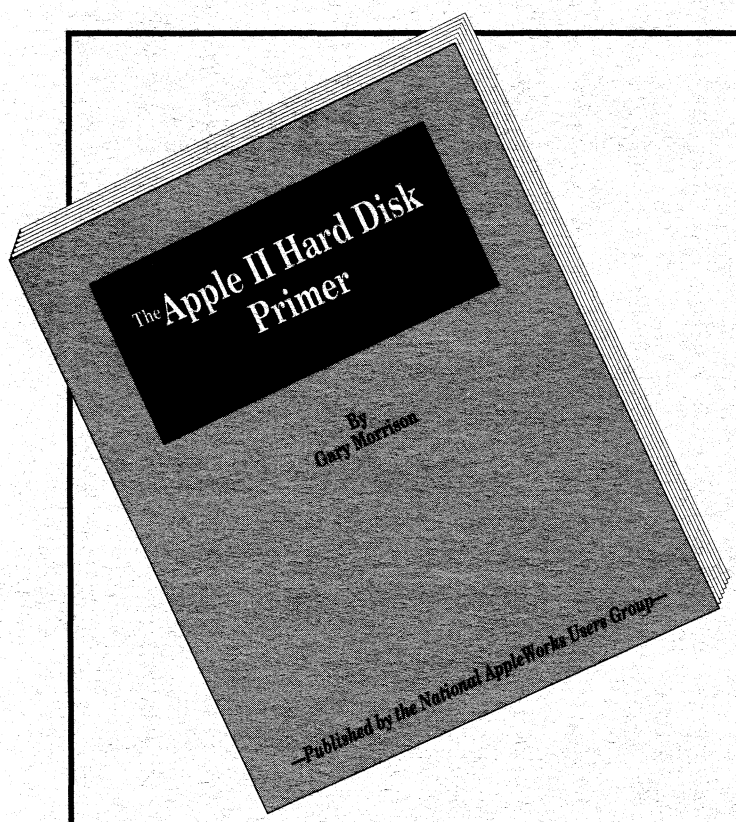

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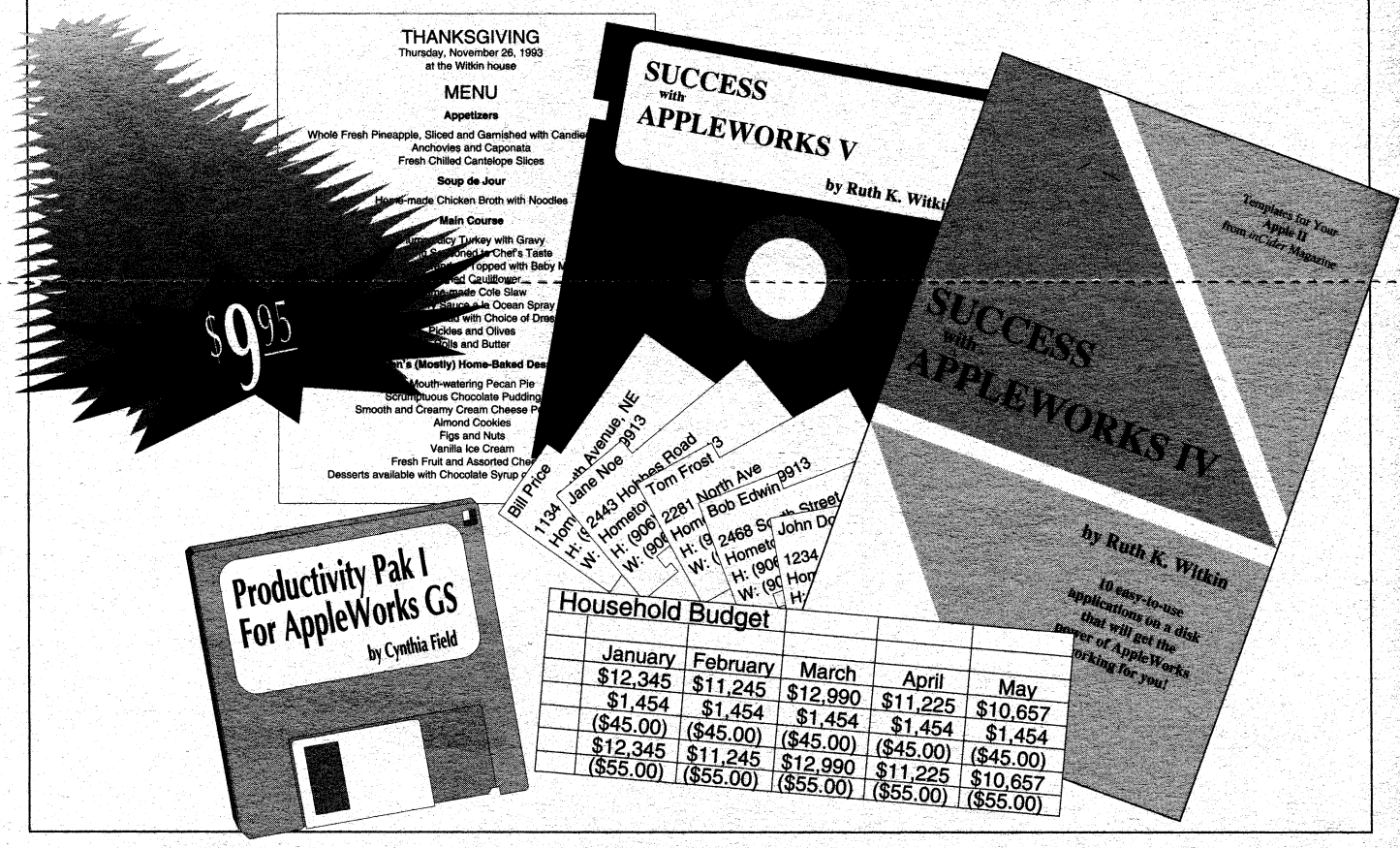

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Money Manager for AppleWorks 3.0§
- Easy Budget - plans monthly spending.
- Cashflow - manages your cashflow.
- Networth - calculates financial bottom line.
- Taxtracker - tracks tax-deductible expenses.
- Loans - analyzes the largest loan you can afford.
- Travel - records travel expenses.

Success with AppleWorks I†
- Mail List - data base that prints mailing labels.
- Price Quote - creates request-for-quotation reports.
- Quote Letter - form letter to potential buyers.
- Price Volume - finds best selling price for products.
- Customer - keeps a profile of customer sales.
- Checkbook - an electronic checkbook.
- Loan - loan amortization spreadsheet.
- Newsletter - sample company newsletter.
- Budget - plans your budget.
- Expenses - calculates yearly and monthly expenses.

Success with AppleWorks II†
- Car Loan - calculates monthly payments for a car loan.
- Breakeven - analyzes breakeven and profit points of a product.
- Menu - an attractive sample menu.
- Income - calculates personal and family income.
- Numbers - records credit card numbers and important documents.
- Homes - compares renting and buying a home.
- Cover Letter - form letter for a resume.
- Three Across - three across labels template.
- Cash Flow - tracks business cash flow.
- Net Worth - compares this year's net worth with last year's.

Success with AppleWorks III†
- Car Costs - calculates mileage, gas usage, etc.
- Living Expenses - calculates income, taxes, and living costs.
- Return-Address Labels - labels template.
- Wine List - sample wine list.
- Loan II - calculates payments, principal, and interest.
- Retirement - tracks retirement savings.
- Credit Cards - stores credit card information.
- Handbook - template for 5x11 handbook.
- Travel Expenses - tracks costs against advance.

Success with AppleWorks IV†
- Interest - calculates annual interest earned.
- Statement - sample business statement.
- Resume - sample resume with three layouts.
- Employers - stores info about prospective employers.
- Cover Letter - merge this letter with Employers.
- Retire Plan - calculates income you need after retirement.
- Startup - calculates pre-opening expenditures for your business.
- Shopping List - data base template.
- Quickies - calculates several financial functions.
- Portfolio DB - tracks stock holdings and prints reports.

Success with AppleWorks V*
- Invitation - sample party invitations.
- Expense Itemizer - organizes expenses into accounts.
- Mortgage - calculates fixed and adjustable mortgages.
- Newsletter - prints 3-column newsletter.
- Club Membership - tracks membership.
- Retirement Budget - calculates retirement income & expenditures.
- Stock Portfolio - tracks investment transactions.
- Documents - stores and organizes info about important papers.
- Memo Merge - merge a report with a letter or memo.

Cynthia Field Templates

AppleWorks 3.0 Productivity Pak I†
- Inventory Organizer - records valuables information.
- Desktop Publisher - templates for commonly used forms.
- Auto Mileage Log - calculates tax deduction for mileage.
- Membership Organizer - stores information and prepares badges.
- Statements - uses mail merge to automate billing.
- Mail-Merge Postcards - mail merge for postcards.
- Checkbook Manager - manages your checkbook.
- Nutridata - records calorie counts for planning meals.
- Nutricalc - nutritional analysis.
- Home Construction - records estimates and quotes for construction.

AppleWorks 3.0 Productivity Pak II†
- Family Tree - stores info and prints a family tree.
- Videotape Library - catalogues and labels videos.
- Car Cost Comparison - calculates and compares loans.
- Custom Calendars - creates a calendar for any year.
- Home Buyer's Guide - tracks buying information.
- Living Will - living will template.
- Cookbook - stores your recipes in one place.
- Booklet - template to create booklets.
- College Guide - compares costs of colleges.
- Income Taxes - stores information for your taxes.

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- Friends & Family File - helps you remember birthdays.
- Home Inventory Organizer - tracks personal possessions.
- Insurance Policies File - tracks policy and premium info.
- Interest Earning Accounts - helps prepare Schedule B.
- Medical Authorization - permits medical treatment for dependants.
- Mortgage Cost Worksheet - identifies the best loan.
- Personal Balance Sheet - calculates net worth.
- Vacation Planner - plans savings for vacations.

AppleWorks GS Productivity Pak I*
- Memo Pads - templates for commonly used forms.
- Membership - stores information about your group.
- Name Badges - prints badges for your organization.
- Merge Document - templates for mail merge letters.
- Auto Mileage Log - calculates tax deduction for mileage.
- Resume - resume, cover letter, and thank-you note.
- Nutridata - records calorie counts for planning meals.
- Checkbook - manages your checkbook.
- Budget - compares budgeted and actual expenses.
- Newsletter - describes how to design a newsletter.

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- Custom Calendars - creates a calendar for any year.
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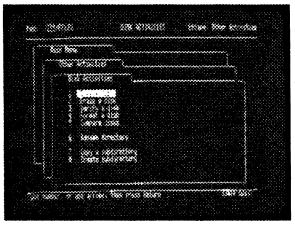

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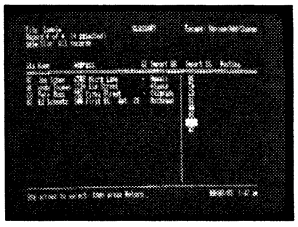

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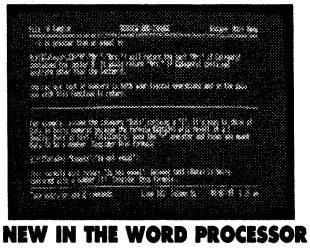

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How to "Tag" a Line

by Keith Johnson

AppleWorks makes it easy to navigate around a word processor document. The Arrow Keys, Apple-Arrow Keys, and Apple-Number Key combinations all jump to different locations in a file.

AppleWorks even offers a marker system that inserts a place marker in a document; you can then use the <oa-F> command to return to the marker.

Writing macros that make it easier to "navigate" around documents is a pastime of some developers. Many of those macros use the AppleWorks marker system to "tag" and find a line. That system works well when you perform simple operations, such as returning the cursor to a particular line. But it does not work for more complicated operations.

For example, imagine that you want to delete several paragraphs of text. You "tag" the last line of the section you will delete, put the cursor at the beginning of the section, press <oa-D>, and launch the macro that moves the cursor to the marker. That would highlight the section you want to delete. But AppleWorks will not accept an <oa-F> command in the middle of the delete operation, so you cannot use a marker system macro to find your place when you delete text.

Similarly, marker system macros will not work when you use the Move or Copy commands.

This month's macro teaches AppleWorks to "memorize" any line you designate so you can quickly move the cursor to that line. The macro lets you find your "tagged" line whenever you are working with the document.

Ira Lieberman originally developed this macro for UltraMacros 2.1. I enhanced the macro and made it compatible with UltraMacros 3 and Ultra 4.

How to Use the Macro

Follow these steps to use the macro:

1. Type the macro into your macro file.
2. Compile the file and save it as your default macro set. *[Ed: Step-by-step directions for adding the macro to your default set appear in the sidebar entitled "How to Add a Macro" in the April 1993 issue of the **AppleWorks Forum**.]*
3. To "tag" a line, put the cursor anywhere on the line and press <ba-L>. The message at the bottom of the screen will tell you to press "1" if you want AppleWorks to remember the location.
4. When you want to put the cursor back on the tagged line, press <ba-L> then "2" *[Ed: or any key other than "1"]*. The cursor will jump to the tagged line.
5. To use the macro when you delete, copy, or move large amounts of information, put the cursor at the end of the section in question, tag that line as directed in step #3, and move the cursor to the beginning of the section. Then press <oa-D> to delete, <oa-C> to copy, or <oa-M> to move the material, and any other keys necessary. Then press <ba-L> and "2". AppleWorks will highlight most of your selection. Use the Arrow Keys to complete the selection and press the Return Key to execute the operation. *[Ed: When you delete complete paragraphs, you can avoid using the Arrow Keys by tagging the blank line **after** the paragraph you want to delete.]*

Technical Details

Macro developers are constantly looking for clever ways to get their programs to run more efficiently on Apple II computers. Identifying ways to speed up macros takes some thought, and macro developers might examine the technique used to accelerate this macro.

Figure 1: Macro that Stores and Finds a Line

```
<ba-L>:<awp><                  { Define the word processor macro.                                  }
 msg ' 1=Store  2=Recall ':    { Display the instructions.                                         }
 a=key:                        { Capture the keypress.                                             }
 msg '':                       { Erase the message.                                                }
 if A=49:                      { If the user pressed "1" ("Store")...                              }
  posn c,i:                    { ...read the current cursor position...                            }
  $0=str$ i:                   { ...convert the line number to an ASCII string...                  }
  store:                       { ...store $0 (the line number) in the file...                      }
  endmacro:                    { ...and stop the macro.                                            }
 else:                         { If the user chose anything else...                                }
 recall:                       { ...recall the stored line number...                               }
 i=val $0:                     { ...and convert it to a numerical variable.                        }
 if i<20:                      { If it's in the first 20 lines...                                  }
  oa-1:                        { ...jump to the beginning of the file.                             }
 endif:                        { Otherwise...                                                      }
 d=0:u=0                       { Initialize variables d (down) and u (up).                         }
 if i>19:                      { If the target is not in the first 19 lines...                     }
 d=i-19:                       { ...define d=i-19, a line number 19 lines above the current target... }
 u=1+19:                       { ...and define u=1+19, a line number 19 lines below the current target. }
 begin:                        { Begin the loop that finds the line.                               }
  posn c,f:                    { Read the current cursor position.                                 }
  if f=i:endmacro:             { If the line number is correct, stop.                              }
  endif:                       { If it's not correct, continue.                                    }
  if f<d:                      { If the current line is more than 19 lines above the target...     }
   oa-down:rpt:                { ...jump down one screen, and repeat the loop.                     }
  endif:                       { Otherwise...                                                      }
  if f>u:                      { If the current line is more than 19 lines below the target...     }
   oa-up:rpt:                  { ...jump up one screen, and repeat the loop.                       }
  endif:                       { Now the current line is within 19 lines of the target.            }
  if f<i:down:                 { If the current line is above the target, move down one line.      }
  else:up:                     { If the current is below the target, move up one line.             }
  endif:rpt>!                  { Repeat the loop.                                                  }
```

Specifically, rather than test each line individually, the macro checks the document in 20-line "blocks". If the tagged line is within the block, the macro checks the individual lines looking for the "tag". If the tagged line is not within the block, the macro jumps to the next block without testing each line.

Other Technical Items

The <store> command stores the string that defines the desired line number in a portion of the word processor file that is not used by AppleWorks. Launching any other macro that uses <store> will change the information stored in the file. If you run another macro that uses <store>, <ba-L> will not be able to recall the correct line location.

If you try to recall a line location before you store one, the macro will jump to the beginning of the file and hide the cursor. If that happens, press the Escape Key to restore the cursor. You could add a test to the macro to guard against this possibility, but I didn't think it was worth the extra programming.

Many macro sets use the <ba-L> token. If you have a conflict, you can use any token that is available in your macro set in place of <ba-L>. ■

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

[Ira Lieberman is a computer/engineering consultant and is the President of Compu-Art.]

*[Have a favorite Macro? Send a copy of the macro and a brief description of how it works to "My Favorite Macro", **NAUG**, Box 87453, Canton, Michigan 48187.]*

How to Produce and Use Formatted Text Files

by Phil Shapiro and Cathleen Merritt

Marshall McCluhan was right when he called our modern world a "global village" linked by instantaneous communications between its citizens. We can now telephone, fax, and electronically transmit our words and images anywhere in the world. And the advent of sub-notebook computers, personal digital assistants, and wireless modems puts us on the verge of another explosion in this era of information exchange.

Although Robert Lissner gave little thought to global communications when he created AppleWorks in the early 1980's, the flexibility he built into the program lets us use his decade-old product to create electronic mail for transmission to our colleagues.

Types of Electronic Messages

Or course, if everyone used AppleWorks, we could transmit our electronic documents as AppleWorks files with all the formatting we defined for each document. But computer users cannot decide on a single program or system to serve as a standard, so we must use a computer-independent "language" that users can read with any computer or terminal.

Since most computers use the ASCII coding scheme to represent characters, ASCII text files have become the standard for our messages.

Figure 1: Sample Unformatted Text File

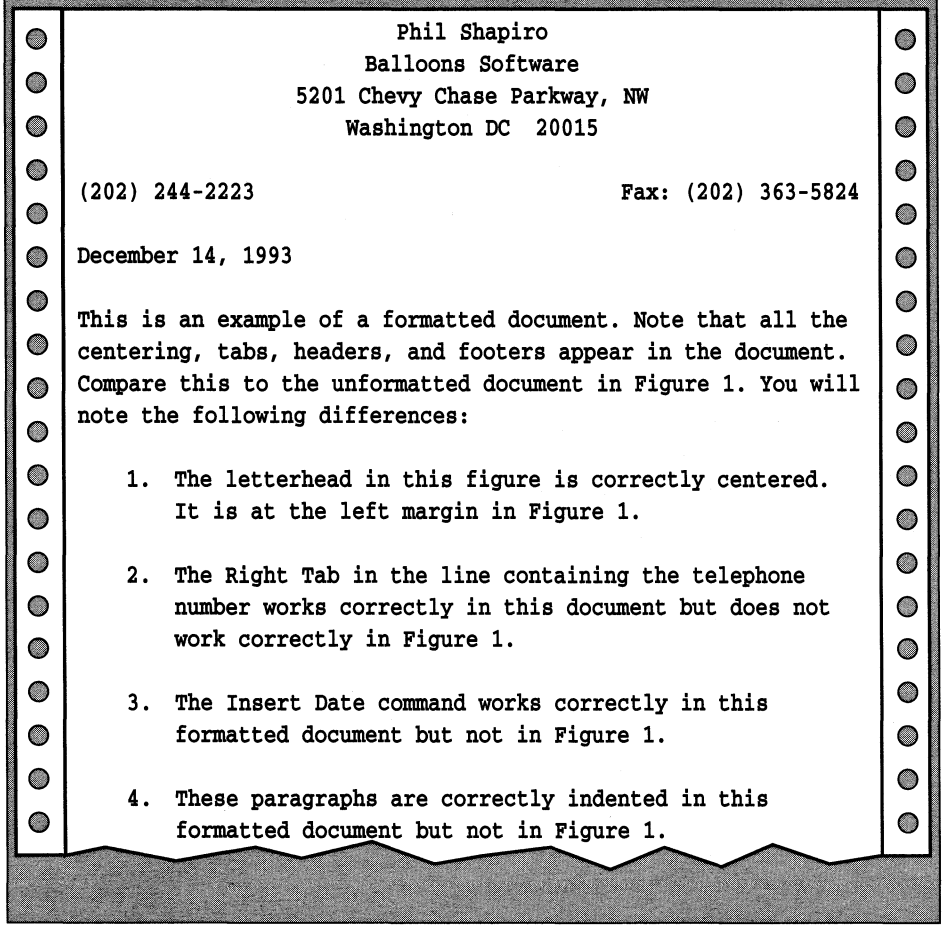
```
Phil Shapiro
Balloons Software
5201 Chevy Chase Parkway, NW
Washington DC  20015

(202) 244-2223 Fax: (202) 363-5824

This is an example of an unformatted document. Note that all
the text is present, but centering, tabs, headers, and footers
do not appear in the document.

1.  The letterhead in this figure is at the left margin. It is
correctly centered in Figure 2.

2.  The Right Tab in the line containing the telephone numbers
does not work correctly in this document but works correctly
in Figure 2.

3.  The Insert Date Command does not work correctly in this
unformatted document but works correctly in Figure 2.

4.  These paragraphs are not indented in this document but are
correctly formatted in Figure 2.
```

Two Types of Text Files

Differences in our communications objectives force us to learn about two types of ASCII text files, commonly called unformatted and formatted text files.

Unformatted Text Files: Most of the time we are not concerned with the appearance of our electronic notes, so we do not insert tabs, indents, footers, or otherwise format our messages. We store these messages in "unformatted text files" that contain our unformatted (and therefore, less attractive) documents like the example in *Figure 1*. All the

Figure 2: Sample Formatted Text File



```
                        Phil Shapiro
                     Balloons Software
                 5201 Chevy Chase Parkway, NW
                    Washington DC  20015

(202) 244-2223                          Fax: (202) 363-5824

December 14, 1993

This is an example of a formatted document. Note that all the
centering, tabs, headers, and footers appear in the document.
Compare this to the unformatted document in Figure 1. You will
note the following differences:

    1.  The letterhead in this figure is correctly centered.
        It is at the left margin in Figure 1.

    2.  The Right Tab in the line containing the telephone
        number works correctly in this document but does not
        work correctly in Figure 1.

    3.  The Insert Date command works correctly in this
        formatted document but not in Figure 1.

    4.  These paragraphs are correctly indented in this
        formatted document but not in Figure 1.
```

text is present, but centering, tabs, headers, and footers do not appear in these messages.

Formatted Text Files: Occasionally we want to send attractively formatted documents like business letters, proposals, contracts, or other important documents that we would otherwise mail or fax to the reader. We want these documents to look professional, so we pay attention to the format of the printed page.

We store these documents in "formatted text files" that contain the spacing necessary to produce a formatted document on the user's computer screen or printer, even if the recipient of the file does not use AppleWorks or an Apple II. *Figure 2* depicts an example of a formatted text file.

Creating Formatted Text Files

AppleWorks makes it easy to create a formatted file. You set the left, top, and bottom margins to zero to eliminate the blank space that will otherwise occur at the left edge of the screen and between "pages". Then you "print" the file to disk. Printing to disk is easiest if you use AppleWorks 3.0 or 4.0, but you can create these files with any version of the program.

Using AppleWorks 3.0 or 4.0

Follow these steps if you use AppleWorks 3.0 or 4.0:

1. Press Apple-P to access the Printer Menu and select "Print from Beginning". That tells AppleWorks to print the entire document.
2. AppleWorks asks: "Where do you want to print this file?" Choose: "A text (ASCII) file on disk".
3. AppleWorks asks: "Should the text (ASCII) file have: 1) Standard text format with Tabs, 2) Spaces substituted for Tab stops, and 3) Returns after each line." Choose #3, "Returns after each line."
4. AppleWorks will prompt you for a pathname. That lets you define the disk or subdirectory that will store the file and the name you will assign to the file.

   If you use a floppy-based system, the pathname consists of a slash, the name of the disk (volume), another slash, and the file name you want to assign to the document.

For example, here is an example of a pathname used by a colleague down the street:

```
/white.house/health.care
```

"White.house" is the name of the data disk. "Health.care" is the name of the file.

[Ed: For more information about ProDOS pathnames, see the article entitled "What AppleWorks

When to Avoid Formatted Text Files

As you learned from the accompanying article, formatted text files produce attractive, easy-to-read documents on the recipient's screen and in his or her printouts. But there are times to avoid formatted files.

Do not use formatted files for the following documents:

Documents that will be formatted by the recipient. AppleWorks formats your documents by inserting spaces to replicate margin settings, tabs, and center and full justification. Page layout programs require a simple string of text that the program formats to fit the requirements of the publication. If you format your text file, the recipient will have to strip out all the extra spaces when he or she imports your formatted file into a page layout program.

For example, **NAUG** members who send articles to the ***AppleWorks Forum*** electronically should submit unformatted text files. Otherwise we must delete all the extra spaces from the files before we format the article for publication.

Documents uploaded to services that re-format all documents. Some electronic services automatically re-format all public messages. The re-formatting is done electronically, without any understanding of why you inserted extra spaces in a document. As a result, the spaces AppleWorks inserts in your formatted file will occur in the middle of lines and at other unexpected locations within your string of text.

NAUG does not re-format documents posted on **NAUG**'s BBS, so you can upload formatted ASCII text files to our service. But CompuServe and some other services do re-format the documents. If you are unsure about how your favorite service handles formatting, send yourself a formatted electronic message. Then check the message you receive to see if it maintained your format.

Services that re-format your documents often let you turn off their reformatting "feature" and preserve your format. For example, CompuServe users can insert a period at the beginning of every line they do not want re-formatted. But be careful; the period must be the first character on each line. It must go *before* the spaces AppleWorks inserts to establish a left margin in a formatted file.

Long documents. The spaces that AppleWorks inserts in formatted files will increase the telecommunications costs associated with transferring these files. You can expect a formatted text file to contain up to 25% more characters than an unformatted file and thus cost up to 25% more to transmit and store on the electronic service. These differences, which are often trivial when you transmit a one-page business letter, can be significant when you transmit a 30-page document.

—Cathleen Merritt

*Users Should Know about ProDOS Pathnames" in the November 1986 issue of the **AppleWorks Forum** and in the **AppleWorks Handbook: Volume One**.]*

Using AppleWorks 1.x and 2.x

If you use an earlier version of AppleWorks, you must install a custom "disk printer" in the program's Printer Menu. Follow these steps to install the printer:

1. Select "Other Activities" from the AppleWorks Main Menu.
2. Select "Specify Information About Your Printer(s)" from the Other Activities Menu.
3. Select "Add a Printer" from the Printer Information Menu. (You may have to delete a printer to make room for the new "printer".)
4. Select "Apple Silentype" from the Add a Printer Menu. The Apple Silentype printer driver does not add unwanted non-ASCII characters to the document.
5. Type a name for the printer and press the Return Key. Use a name that reminds you of the purpose of the printer. For example, "EMail".
6. Select "Print Onto Disk" from the Slot Menu.
7. Press Apple-Q and then Escape Key to return to the Main Menu.

How to Upload Formatted Text Files to GEnie

You can save money and time on the GEnie information service by writing your electronic mail offline and then upload it as a formatted text file into GEnie's electronic editor once you are connected. My tests indicate that GEnie will accept more than 26K of text in a single formatted message.

Follow these steps to upload a formatted text file to GEnie:

1. Follow the steps in the accompanying article that describe how to print your file to disk.
2. Log onto GEnie with your Apple II communications program.
3. Enter the GEnie Email editor as you would when composing a message online. Enter the recipient and subject of the message. When GEnie displays the prompt for your first line of text, type "*SEND" (without the quotes), and press the Return Key.

   GEnie will respond with "READY".
4. Now you will upload (or send) your file. Different communications programs use different key combinations to send a file, but these are often mnemonic, using first letters or symbols to represent the words "send", "upload", or "transfer". For example, ProTERM users press Apple-S, Z-Link users press Apple-Up-Arrow, Talk Is Cheap users press Apple-T, and Point-to-Point users press Apple-2. Many of these programs provide on-screen menus or pop-up help screens that will remind you of the correct keystrokes.

   Do *not* use a transfer protocol (such as XMODEM, YMODEM, or ZMODEM) when you upload a formatted text file into GEnie's electronic mail editor. Choose "ASCII" when your system prompts you for a transfer protocol.

   If you have an external modem, you can monitor the upload by watching the flickering "SD" (send data) LED on the front of your modem. This red light will become inactive when your text file is completely sent. If you have an internal modem, watch for the communication soft-ware's flashing cursor to reappear on your screen to signal the end of the text upload. (The cursor will not appear during the file transfer process.)
5. Press Control-C to signal that you want to return to GEnie's standard electronic mail line editor.

   GEnie will display a line number, usually in the range of 60 to 150. The line number indicates the number of lines of formatted text you uploaded.
6. Type *SEND, the standard command for sending e-mail on GEnie, and press the Return Key.

—Phil Shapiro

Now you can print your document. Press Apple-P, select the EMail printer and enter a pathname in response to the AppleWorks prompt.

Conclusion

Formatted text files are the ideal medium for transmitting documents through electronic media. And AppleWorks gives you all the tools you need to create these files.

[Phil Shapiro is the founder of Balloons Software, co-editor of the Apple II GEnieLamp, and editor of Helium Balloons.]

*[Cathleen Merritt is the Director of **NAUG** and Editor of the **AppleWorks Forum**.]*

*[This month's issue of **NAUG on Disk** includes "Thinking about Online Communications" and "Online Editing: Polishing the Written Word", two articles about telecommunications written by Phil Shapiro. **NAUG on Disk** costs $10 and requires a 3.5-inch disk drive.]*

Lowest TimeOut Prices Ever

NAUG members can now buy **NAUG**'s remaining stock of TimeOut products at the lowest prices ever available. These are the current versions of the products; all are compatible with AppleWorks 3.0. Free upgrades to many of these products come with AppleWorks 4.0; but the upgrades require that you first install the original product on your system.

This is a closeout sale. Prices limited to our existing stock; no rainchecks. Aside from replacing defective disks, **NAUG** cannot accept returns at these special sale prices. Credit card orders only. Shipping: $3.50 for the first package; $1 for each additional package. International shipping additional.

*[**NAUG**, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.]*

Figure 1: NAUG's Closeout Prices

Product	List Price	NAUG's regular price	Closeout special
Companion Plus	49.95	29.95	16.95
DeskTools	49.95	29.95	16.95
DeskTools II	49.95	29.95	16.95
FileMaster	49.95	29.95	16.95
Grammar	79.95	47.95	29.95
Graph	89.95	50.95	29.95
GS Font Editor	49.95	29.95	16.95
MacroEase	39.95	23.95	13.95
Point-to-Point	99.95	59.95	29.95
PowerPack	49.95	29.95	16.95
QuickSpell	69.95	39.95	24.95
ReportWriter	79.95	45.95	29.95
SideSpread	49.95	29.95	16.95
SpreadTools	59.95	35.95	19.95
SuperFonts	69.95	39.95	24.95
SuperFonts Act. Guide	49.95	29.95	16.95
SuperForms	69.95	39.95	24.95
TeleComm	69.95	39.95	24.95
TextTools	49.95	29.95	16.95
Thesaurus	49.95	29.95	16.95
UltraMacros 3.1	59.95	35.95	19.95

WestCode Releases New Pointless Update

WestCode Software recently released a patch program that updates Pointless 2.0, 2.0.1, and 2.0.2 to version 2.0.3. The earlier versions of Pointless do not always work reliably under System 6.0.1; if you use System 6.0.1, you should be running Pointless 2.0.3. (Pointless 2.0.2 fixed earlier problems but did not correctly align diacritical marks over characters when printing composite characters).

NAUG's Public Domain Library started shipping the 2.0.3 updater immediately upon its release, and many members who ordered the 2.0.2 updater received version 2.0.3. (You can check which version you are running by opening the Pointless CDEV from the Control Panel and checking the version number on the title screen.)

NAUG members running under System 6.0.1 should update to Pointless 2.0.3. You can update by ordering the Pointless Updater Disk from the Public Domain Library **NAUG** or by downloading the Updater from the **NAUG** bulletin board, the Electronic Forum.

If you do not have a modem, the least expensive way to get Pointless 2.0.3 is directly from WestCode. The company will send registered Pointless owners a completely new 2.0.3 disk for $5, including shipping. Send WestCode your Pointless registration number, Visa or Mastercard number and expiration date, shipping address, and phone number with your order.

Pointless owners running under System 5.0.4 or System 6.0 need not upgrade beyond Pointless 2.0.

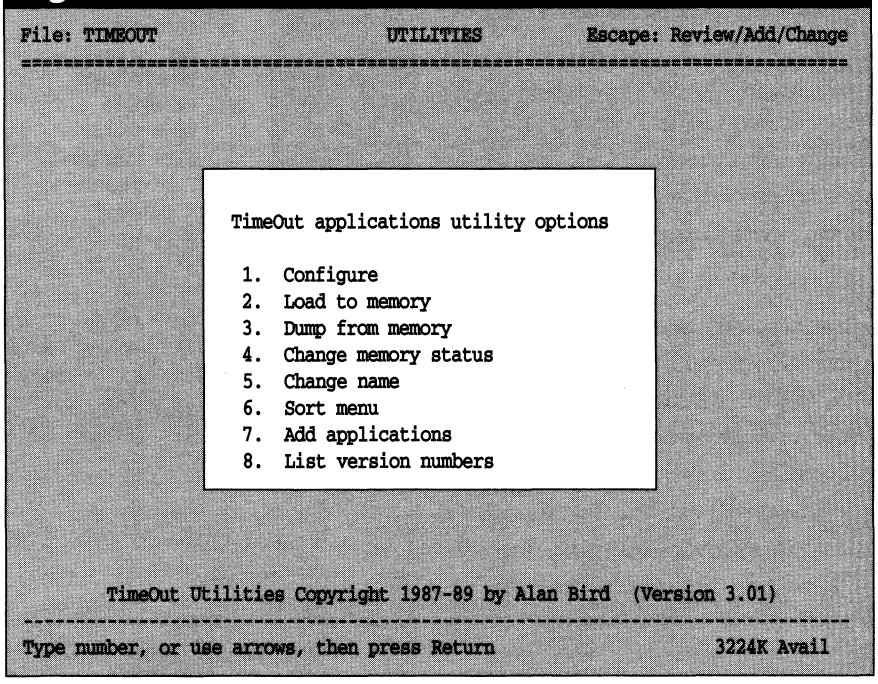
[WestCode Software, 15050 Avenue of Science, Suite 112, San Diego California 92128; (800) 448-4250; Fax: (619) 487-9255.]

How to Add TimeOut Enhancements

by Warren Williams and Cathleen Merritt

Those of us who use the TimeOut enhancements to AppleWorks can hardly imagine working without them. Every TimeOut owner has his or her favorites. For example, we could not work without TimeOut FileMaster (a complete set of disk utilities that you can use within AppleWorks), TimeOut Thesaurus (which suggests synonyms for any words you specify), and TimeOut Librarian (which maintains a data base that lists all the files on your disks; Librarian is on the TimeOut PowerPack disk).

Figure 1: TimeOut Utilities Menu



Installing your first TimeOut application is easy, particularly if you use a 3.5-inch disk drive or a hard drive. Just boot your computer with the TimeOut disk and specify "Automatic". The TimeOut Installer configures AppleWorks and copies the necessary TimeOut applications and associated data files onto your working copy of the program. (If you use 5.25-inch disk drives, see the hints and suggestions in the article entitled "How to Install TimeOut on a 5.25-inch Disk Drive System" in the October 1991 issue of the ***AppleWorks Forum***.)

Installing additional TimeOut enhancements is almost as easy. Use the Apple IIGS Finder, Copy II+, FileMaster, or any other disk utility to determine if the TimeOut Installer put the initial TimeOut application(s) in their customary place — the directory with the pathname /APPLEWORKS /TIMEOUT. Then copy all files that begin with "TO" and any associated data files into that directory.

Identifying the required data files is usually simple. For example, TimeOut Area Codes (on the DeskTools II disk) uses a file named DT.AREACODES, TimeOut QuickSpell uses the files MAIN.DICTIONARY and CUST.DICTIONARY, and TimeOut Thesaurus uses the file DT.SYNONYMS.

Configuring Your New TimeOut Applications

Most TimeOut applications do not require any customization for your system; others require you to specify the location of the data files or the type of printer and printer interface card connected to your Apple II. You should check the configuration of each TimeOut module you install in your system.

Follow these steps to configure the application after you copy the files into the TimeOut directory:

How to Use Memory to Speed Up TimeOut

Alan Bird developed TimeOut in 1987, the "good ol' days" of Apple II computing, when a megabyte of memory could cost more than $300. At those prices, he could not assume that users had enough memory to accommodate both AppleWorks and their TimeOut applications in RAM. So he saved memory by telling TimeOut to only load the names of the applications and their locations into memory. TimeOut loads the complete application after you select the item from the TimeOut Menu. The disk operations involved in the process significantly slow down the program.

Fortunately, Mr. Bird recognized that many AppleWorks users would eventually add memory to their systems, so he designed TimeOut to use that expanded memory. But using the memory is not automatic. You must first tell TimeOut to load the TimeOut modules you specify into memory.

Running with the applications in memory dramatically speeds up the programs and avoids the need for disk swaps when you switch between TimeOut modules. So you should configure your applications to use that memory. Follow these steps:

1. Press Apple-Escape to access the TimeOut Menu. Select "Utilities".
2. Select choice #4, "Change memory status", from the Utilities Menu (see *Figure 1* in the accompanying article).
3. TimeOut will list the applications on your system. An asterisk before an application indicates that TimeOut will load the application into memory when you launch AppleWorks. (See *Figure A*, which indicates that FileMaster and Page Preview will load into memory when you launch AppleWorks.)

   Highlight the application you want to load into memory and press the Return Key. TimeOut will display the Change Memory Status Screen that indicates the current status of the application (disk-resident or memory-resident) and lets you change that status. Indicate that you want to change the status. Then repeat this step to change the status of your most frequently-used applications.

   Users with 5.25-inch disk drives will have to swap disks during the configuration process; the prompt at the bottom of the screen will tell you the disk TimeOut needs to configure your system.
4. Press Apple-Q to return to the AppleWorks desktop. Then quit AppleWorks and re-launch the program. TimeOut will now load the applications you selected into memory. Try them ... they'll be lightning fast!

Figure A: Change Memory Status Menu

```
File: TIMEOUT          CHANGE MEMORY STATUS          Escape: Utilities

              Select an application to
              Change memory status: (1)

 1.  ASCII Values          15.  Grammar
 2.  AWP to TXT            16.  List.Direct
 3.  Archive               17.  Macro Compiler
 4.  Area Codes            18.  Macro Options
 5.  CR Stripper           19.  Measurements
 6.  Calculator            20. *Page Preview
 7.  Case Converter        21.  Screen Printer
 8.  Data Converter        22.  SuperFind
 9.  DataGrabber           23.  TextLoader+
10.  DirecTree             24.  Thesaurus
11.  Disk Tester           25.  Utilities
12.  File Librarian        26.  Verify
13.  File Search           27.  Word Count
14. *FileMaster

Type number, or use arrows, then press Return                2869K Avail
```

1. Launch AppleWorks.
2. Press Apple-Escape and select "Utilities" from the TimeOut Menu.
3. With the Utilities Menu on your screen, select option #1, "Configure", to indicate that you want to configure an application (see *Figure 1*).

Figure 2: Area Codes Configuration Screen

```
File: TIMEOUT                    CONFIGURE                    Escape: Utilities
================================================================================

          Area Codes

          Enter the name of the AppleWorks data base
          file that contains your area code data.

          1.  File name              [DT.AreaCodes   ]

          2.  File location          [/APPLEWORKS/TIMEOUT       ]

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    2865K Avail
```

Figure 3: SuperFonts Configuration Screen

```
File: TIMEOUT                    CONFIGURE                    Escape: Utilities
================================================================================

                      SuperFonts Configuration Menu
                      -----------------------------

   1.  Printer                          [Apple ImageWriter I/II        ]
   2.  Interface                        [Apple IIGS Serial Port        ]
   3.  Slot                             [  1]
   4.  Needs line feed after Return     [Yes]
   5.  Accepts top-of-page commands     [Yes]
   6.  Data bits                        [  8]
   7.  Location of fonts                [/superfonts/fonts             ]
   8.  Location of pictures             [/superfonts/pics              ]
   9.  Using AE expanded clipboard      [No ]
  10.  Compress double hi-res pictures  [Yes]

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    3217K Avail
```

How you proceed at this point depends on the TimeOut application you added to your system. For example, some applications require you to set the pathname for the program's associated data file (see *Figure 2*). (For floppy disk users, the pathname is usually /APPLEWORKS/TIMEOUT.)

Other applications require you to define the printer port or interface card and other parameters you can set for your system.

The TimeOut documentation describes the options that appear in an easy-to-understand menu once you get to the configuration screen for the module (see *Figure 3*).

4. Test the application to see if it works as expected. Remember that many TimeOut applications only work with a specific type of document on the screen. For example, you can only launch TimeOut Thesaurus when you have a word processor document on your display.

   If you get a "File not found" error message, use a disk utility to catalog your AppleWorks and TimeOut applications disks to confirm that you copied the appropriate data files from the original TimeOut disk to the correct destination. (You can see why we like TimeOut FileMaster; we can check file locations without ever leaving AppleWorks.) If you did not copy the file to the right place, do so now and re-test the application.

Conclusion

Most TimeOut installations proceed smoothly. If you experience problems during the installation process, start by consulting the documentation that came with your application.

If all else fails, remember that you can call a Members Helping Members volunteer to walk you through the installation and configuration process. A list of volunteers who support TimeOut enhancements appeared in the February 1993 issue of the ***AppleWorks Forum***.

*[Dr. Warren Williams, the President of **NAUG**, is a Professor of Educational Technology at Eastern Michigan University and is a frequent contributor to the **AppleWorks Forum**.]*

*[Cathleen Merritt is the Director of **NAUG** and Editor of the **AppleWorks Forum**.]*

New Disks in the NAUG Library

The **NAUG** Public Domain Library now includes three new and updated sets of shareware templates developed by Jim Wellman. Until February 1, 1994, Sgt. Wellman, who recently returned from a tour of duty in Germany, will donate all shareware payments he receives for these disks to the Boy Scout program in Germany.

Wellman Forms.1

NAUG's new Wellman Forms.1 Disk contains 20 AppleWorks word processor files with "images" of business forms that you print and duplicate with your copier. Forms on the disk include address book pages, meeting agendas, telephone conversations reports, to-do lists, expense reports, memo pads, daily appointment schedules, "while you were out" forms, routing slips, shopping lists, and weekly planners. Requires AppleWorks 3.0 or later.

The Wellman Forms.1 Disk is shareware; you send the developer $7.50 after you get the disk from **NAUG**.

Wellman Forms for Publish-It

NAUG's Wellman Forms for Publish-It Disk includes 50 attractively formatted forms you can use in your home or business, all created for use with Publish-It!. The disk includes all the forms listed for the Wellman Forms.1 Disk above and the following: fax cover sheet, invoices, letterheads, 1/2-inch grid, postcard template, business statement, flash card template, kids chores list, recipe card, and greeting card template.

The Wellman Forms for Publish-It Disk requires Publish It! 3 or later. The templates are shareware; you send the developer $20 after you get the disk from **NAUG**. Wellmans Forms for Publish It! comes on a 3.5-inch disk and costs $6 plus $2 s/h *per order* from **NAUG**.

ChurchWorks and ParishWorks

Jim Wellman's new ChurchWorks Disk contains AppleWorks templates that will help you manage your church or temple membership and financial data. Templates on the disk will help you track names and addresses, contributions, Sunday School finances, speakers, and church volunteers. The templates produce pre-formatted monthly, quarterly and annual financial reports, church rosters, mailing lists, birthday and anniversary lists, and mailing labels. Other templates on the disk produce audiotape labels and two and three-column newsletters.

The templates require AppleWorks 3.0 or later; the newsletter templates require Publish It! 3 or later.

The ChurchWorks disk is shareware; you send the author $10 after you get the disk from **NAUG**.

NAUG members interested in templates for religious organizations should also examine ParishWorks, a collection of more than 75 word processor, data base, and spreadsheet templates designed to help you manage a church or temple. This extensive collection includes templates that help with accounting, budgeting, attendance, contributions, goal setting and evaluation, leader and teacher development, music stewardship commitments, and worship. The package includes complete documentation in a 25-page AppleWorks word processor document on the disk.

ParishWorks fills two 3.5-inch disks or three 5.25-inch disks. Either set of disks costs $12 plus $2 s/h *per order*. The templates are shareware; you send the developers $25 after you get the disks from **NAUG**.

Barrows' Spreadsheets

Roy Barrows, known for his useful macro-based utilities, recently developed a series of useful spreadsheet templates for AppleWorks.

Barrows' Spreadsheets Disk contains spreadsheets that perform running calculations on a column or row of numbers, convert entries between volts, amps, ohms, and watts, calculate areas and volumes of geometric solids, solve time and distance problems for falls affected by earth's gravity, create

boxes for word processor documents, convert between measures of distance, calculate the future value of savings, describe and give examples of 51 different spreadsheet functions, calculate standard deviations, and calculate your target heart rate for aerobic exercises. Other templates on the disk create multi-column text in word processor documents.

The Barrows Spreadsheet Disk makes it easy to use AppleWorks to perform any of the operations on the disk. Template developers will enjoy exploring the techniques Mr. Barrows used in his modules.

Complete documentation on the disk describes the purpose and operation of each spreadsheet. Requires AppleWorks 3.0 or later.

Our thanks to Roy Barrows for developing this valuable disk for **NAUG**.

Barrows' Utilities – Disk 10

Here is another disk filled with Roy Barrows' exceptional macro-based enhancements for AppleWorks. Barrows' Utilities – Disk 10 includes the following:

Add.Files: A menu-driven macro that quickly adds files to your desktop.

AutoCopy: Quickly copies blocks in spreadsheets.

Cat.Check: Spell checks data base category names and individual data base records.

DBTools: Six new menu-driven data base utilities that restore a custom multiple record layout to its default settings, create data bases with blank entries ready to accept data, save the current layout as a report so you can restore the layout, create spreadsheets with the data from your data base file, and save your data base as a text file.

Grab.Screen: Displays half of the current word processor screen in any other file or in any other area of the current file.

Page.Mark: Creates an "automated" table of contents that lets you move quickly to locations you specify in a large word processor file.

SPTools: Seven new spreadsheet tools, including macros that convert labels to values and values to labels.

Cat.Total: Automatically calculates the total value of the entries in any data base category.

Data.V: Spell checks an entire data base with a single keystroke.

Load.File: Loads files from any drive without you setting the path to the file. Ideal for hard drive and 3.5-inch disk drive users who "hide" files in nested directories. Requires TimeOut Librarian.

M.Convert: Prints documents containing mousetext on an ImageWriter.

Math.Macs: Five macro-based mathematics functions. Reduces fractions, tests numbers for prime, converts fractions to decimals and decimals to fractions.

Tab.Swap: Replaces tabs with spaces or any other keyboard character.

Utils.WP: Seven utilities for the word processor, including an automated page counter, a fast word counter, a macro that adds the current date to the file name, and a "cursor restore" macro that puts the cursor where you left it when you last saved a document.

Barrows' Utilities – Disk 10 includes both TimeOut and task file versions of each utility, word processor files with annotated copies of the macros, and documentation in an AppleWorks word processor file on the disk. These macro-based enhancements require AppleWorks 3.0 and are not compatible with AppleWorks 4.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch ($4) and 3.5-inch ($6) format, plus $2 s/h *per order*. Order from: Public Domain Library, **NAUG**, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965. **NAUG** accepts Visa and MasterCard.

All **NAUG** disks (except system disks provided by Apple Computer) are also available for downloading from **NAUG**'s electronic bulletin board (the Electronic Forum), and from the **NAUG** areas on CompuServe, America Online, and GEnie.

How to Get Help with the AppleWorks Modules

by Nanette Luoma

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about the AppleWorks modules.

How to Use this List

Use this month's list to find help with the AppleWorks modules. To the left of each volunteer's name are numbers indicating the modules that the consultant supports.

1 = Word Processor
2 = Data Base
3 = Spreadsheet
4 = Integration between modules
5 = Mail Merge
6 = AppleWorks Network

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Members Helping Members

Members Helping Members Tips

NAUG's Members Helping Members volunteers offer a valuable service when you need help with AppleWorks. Please remember that the person you call is an unpaid volunteer who offered to help. Consider these guidelines when you call:

1. Check the time zone you are calling. Don't call volunteers after 9:30 p.m. in their own time zone.
2. If you are calling out of your local dialing area and leave a message, please invite the volunteer to reverse the charges when they return your call. Do not expect a long distance call-back unless you express your willingness to accept the charges.
3. Please ask the member if you picked a convenient time to call. Offer to call back at a better time.

Observing these guidelines will help our member-volunteers feel comfortable with the program and will help ensure the continued development of this important support service.

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NAUG shares members' addresses with other users groups and selected vendors. If you do not want to receive mail from these agencies, check here: ☐

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